

CITY OF COVINGTON
MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
RULES AND REGULATIONS

RULE I

MEETINGS OF THE BOARD:

- A. The Board shall hold one regular meeting within each quarterly period of the fiscal year, in the months of January, April, July, and October. The Board shall hold such special meetings as may be called by the Chairman or as provided in ACT 282.
- B. Unless otherwise provided in the notice for such meetings, all meetings shall be held at Covington City Hall Council Chambers.
- C. Notice of regular meetings shall be given by posting such notice in the City Hall, not less than ten (10) days before the date fixed for such meeting, unless otherwise provided by law.
- D. Notice of special meetings shall be given by posting such notice in the City Hall not less than twenty-four (24) hours before the time fixed for such meeting. Such notice shall state the time, place, and subject matter to be covered.
- E. Special meetings of the board will be held only upon call of the chairman, or in his absence, the vice-chairman, as provided by ACT 282.
- F. All board members must be notified, in writing, not less than five (5) days preceding all regular board meetings. Special meetings may be held upon twenty-four (24) hour notice, as provided by law.
- G. Four members of the board must be present to constitute a quorum of the board. Concurring votes of three members are necessary for decision of all matters before the board.

RULE II

SUBJECT MATTER OF MEETINGS:

- A. At regular meetings of the Board it shall consider all new and old business which may be brought to its attention in the manner hereinafter provided.
- B. At special meetings the Board shall consider only those items for which the meeting was called, except that by agreement of 2/3 of the Board members, other matters may be

considered.

RULE III

ORDER OF BUSINESS:

- A. At regular meetings the order of business shall be as follows:
 - 1. Reading of the minutes.
 - 2. Special and general reports.
 - 3. Decisions and orders on matters considered at previous hearings and meetings.
 - 4. New business.
- B. At special meetings the order of business shall be as follows:
 - 1. Reading of the minutes.
 - 2. Decisions and orders on matters considered at previous hearing and meetings.
 - 3. Hearing of matters previously fixed for the special meeting.

RULE IV

CLOSED MEETINGS:

- A. Closed meetings shall be held only in accordance with Louisiana Revised Statute 42:6, 42:6.1 or as provided by the Legislature.

RULE V

APPLICATION FOR APPEALS AND HEARINGS::

- A. Any person authorized to appeal to the Board under the provisions of the Civil Service Law may apply for such an appeal by a written notice giving a clear and concise statement of the action complained against, the basis of the appeal, and the relief sought. Application for appeals to the Board under the provisions of Sect. 2561 of the Civil Service Act shall be made only by regular employees in the classified service and shall be limited to matters involving discharge, corrective, or disciplinary action and the application shall so state. All other requests for hearings shall set forth the section of the Civil Service Act under which the application is brought and shall contain a statement of the jurisdiction of the Board. All applications for appeals and other hearings must be signed

by the applicant or his counsel, if any, and must give the full name and post office address of the appellant and of his counsel. Written notice shall be filed with the Chairman of the Board and a copy thereof filed with the Vice-Chairman of the Board. An additional copy shall be furnished the Board for service on the authority or person against whose action the appeal is taken, if any.

- B. No appeal shall be effective unless the above stated notice is filed within fifteen (15) days following the action complained against, or where written notice is given of an action to be thereafter effective, within the fifteen (15) days following the date on which such notice is given.
- C. The Secretary of the Board shall cause the date of filing to be noted on each notice of appeal and shall file said appeal on the appeals docket, giving the said appeal an appropriate title.

RULE VI

PROCEDURE ON APPEALS:

- A. All hearings on appeals shall be open to the public.
- B. Parties shall have the right, but shall not be required, to be represented by counsel, who must be duly licensed to practice law within the State of Louisiana. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

In the absence of an attorney, appellant may choose someone to assist in his/her appeal. This person shall not be a witness and shall not be allowed to testify. He/she will not be allowed to examine witnesses or make any statement on behalf of the appellant.

- C. The rules of evidence as applied in civil trials before the courts of this state need not be strictly complied with, but the Board shall limit evidence to matters having a reasonable relevance to the issues before the Board.
- D. Parties and witnesses shall be subject to cross-examination as in civil trials. The Board looks with favor upon stipulations of undisputed facts.
- E. The Board may, on request of any party or on its own motion, place witnesses other than parties under the rule of the Board and thus exclude them from the hearing room.
- F. Any party desiring the issuance of a subpoena for the attendance of a witness or for the production of books or

papers must apply for appropriate order in writing at least eight (8) days before the time fixed for the hearing. Such application shall state the purpose of the subpoena and what evidence or testimony is sought by the issuance of the subpoena. A subpoena service fee of \$41.00 will be required, for any additional subpoena requested after the first four (4).

- G. The written rules, regulations and procedures of the Civil Service Board and ACT 282 will be the basis of a hearings and appeals.

RULE VII

DISMISSAL OF APPEALS:

- A. If the appellant fails to appear at the place and time fixed for any hearing, his appeal may be dismissed or the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon such evidence as may be adduced at the hearing.

RULE VIII

TRANSCRIPTS OF HEARINGS:

- A. If any party to the hearing desires a permanent transcript of the hearing, he/she shall furnish a court reporter for said purpose at his/her own expense. Where a court reporter is furnished, the original of the transcript shall be filed with the Board and shall become part of the permanent record of the appeal.

Where no court reporter is furnished, the Secretary of the Board shall maintain as complete notes as is feasible and the board shall issue a written finding of fact.

RULE IX

OTHER HEARINGS:

- A. All other hearings of the Board shall be instituted and shall be conducted in accordance with the above and foregoing rules and Civil Service law in general.

RULE X

APPLICATION FOR ADMISSION TO COMPETITIVE CIVIL SERVICE

EXAMINATION:

- A. These rules apply to applications for the following positions:
1. FIRE DEPARTMENT
 - a. Fire Chief
 - b. Fire Alarm Dispatcher
 - c. Firefighter/Operator
 2. POLICE DEPARTMENT
 - a. Police Chief
 - b. Dispatcher
 - c. Police Officer
 - d. Police Records Clerk
 - e. Secretary to the Police Chief
- B. Application Form
1. The wording and directions of the application form are hereby made a part of the rules of the board.
 - a. Each block of the form must be filled in completely, correctly, and legibly. (typed or printed)
 - b. Failure to answer all questions may cause the application to be delayed or rejected.
 - c. Providing false or misleading information will be cause for rejection of the application.
 2. The "Title or Position" block must be filled in with no more than one (1) of the classifications in Section 1. (Fire Chief, Fire Alarm Dispatcher, Firefighter/Operator, Police Chief, Dispatcher, Police Officer, Police Records Clerk, Secretary to the Police Chief)
 - a. A separate application must be filed for each position.
 3. Veterans Preference
 - a. Applicants requesting veterans points must attach verifying documents (DD214) with the qualifying information highlighted.
- C. Applicants shall provide any verifying documentation as may be needed by the board in order to ascertain minimum qualifications. Failure to provide verification may cause applicant to be rejected for further consideration.
- D. Custody of Applications

1. Applicants must mail their applications to:

THE COVINGTON FIRE AND POLICE
CIVIL SERVICE BOARD
POST OFFICE BOX 1603
COVINGTON, LA 70434-1603

2. Applicants may hand deliver their application to a civil service board member.

E. Closing Date

1. Each notice published for a competitive examination shall have a closing date included in the notice.
2. This date shall be the last date for accepting applications for that examination.
3. Applications may be rejected or held for the next test date under the following circumstances:
 - a. Applications accepted by a board member after the closing date.
 - b. Applications postmarked after the closing date.
 - c. Applications postmarked on or before the closing date that are not in the possession of the board when the board meets to approve applications.

F. Study Guides

1. Study guides are made available to qualified applicants through the civil service board.

G. Reporting scores to and from other jurisdictions

1. Applicants for Firefighter/Operator and Police Officer who are requesting their examination score to be reported to or from another municipal fire and police civil service board must meet the minimum requirements for these classifications as specified under the classification plan of the Covington Municipal Fire and Police Civil Service.
2. Applicants requesting that the Covington Civil Service Board notify another person or board must make the request in writing and enclosed a stamped envelope addressed to that person or board.

RULE XI

DISTRIBUTION OF BOARD RULES:

- A. A copy of the Board rules shall be distributed to each Board member, governing body one (1) copy, Police and Fire Chief one (1) copy, Police and Fire bulletin boards one (1) copy, and State Examiner one (1) copy.
- B. A copy of the Board rules shall be given on request to an appellant or his counsel prior to a hearing.

RULE XII

LEAVES OF ABSENCE AND HOLIDAYS:

A. Leaves of Absence - Police and Fire

A. Leaves of absence are classified as follows:

- 1. Leave of absence with pay.
- 2. Leave of absence without pay.
- 3. Absence without leave and pay.

B. Sick Leave

- 1. Each employee of the classified service shall be entitled to and given, with full pay, sick leave aggregating eight (8) hours per full month of employment for any sickness or injury or incapacity not brought about by his/her own gross negligence or culpable indiscretion. Any employee of the classified service who draws such full pay during sick leave shall have such pay decreased by the amount of workman's compensation benefits actually received by such employee. Classification of leave of absence for the aforementioned will be "Leave of Absence With Pay"
- 2. Employees may also use sick leave to care for sick immediate family members. Immediate family members are defined as the employee's and his/her spouse's parents, spouse, siblings, grandparents, children and grandchildren.
- 3. When an employee of the classified service or his/her family member is ill and cannot report for duty, he/she shall personally notify his/her ranking supervisor or the person designated by the Chief of the Department by whatever means available not later than two (2) hours before he/she is scheduled to report for duty. Failure to call, as indicated above, will result in the forfeit of pay as it is classified as "Absence Without Leave and Pay".

4. Any employee who is on sick leave because of his/her own illness is required "to diligently pursue full recovery" and any activity, which is contrary to this endeavor, may be the basis for disciplinary action, which could include termination.
5. Should any illness last longer than twenty-four (24) scheduled work hours [CPD1], the employee is required to submit a doctor's certificate indicating the illness or condition which justified his/her absence, as well as the probable duration of the illness. For failure to produce a doctor's certificate for any illness over twenty-four (24) scheduled work hours [CPD1], the employee will be classified as "Absent Without Leave and Pay".
6. Should any employee of the classified service develop a pattern of absences such as before or after his/her scheduled days off or at any other time, he/she will be required to submit a doctor's certificate should the absence be for only one calendar (1) day. This status may be appealed to the Civil Service Board as found in Rule V.
7. All medical or doctor's certificates shall be received by the employee's supervisor and will be placed in the employee's medical records.
8. In the event that an employee terminates his/her employment with the department, and is later rehired, the sick leave balance as of the date of termination will be forwarded and credited to that employee so long as the period of separation was one year or less.
9. Any unused sick leave may be accrued and carried forward to succeeding calendar years. Upon retirement, or death, an employee shall be paid for no more than 500 hours [CPD2] at the rate of pay that he/she is receiving at the time his/her retirement or death. Employee will not receive any compensation for accrued sick leave if he/she leaves the service before retirement or death.
10. It is the specific intention of this subsection to provide additional benefits to law enforcement officers/firefighter who have exposed themselves to hazards unique to law enforcement/fire suppression. The total benefits accruing to an individual under this subsection shall not exceed 365 calendar days.

11. Special Extended Leave

Each regular and permanent classified employee may be granted Special Extended Leave by the appointing authority only under the following circumstances:

1. Employee's injury or incapacity was suffered on duty, and not brought about by his/her own negligence or culpable indiscretion.
2. Employee has exhausted all available, applicable leave including sick, annual, and FMLA leave.
3. Employee is unable to return to work because of his/her injury.
4. Employee is currently receiving workmen's' compensation benefits.
5. Employee would be separated from the classified service if not granted special extended leave.

Said leave is to be classified as leave without pay. Leave cannot and shall not extend beyond the period of ninety (90) consecutive calendar days in any twenty-four (24) month period. Should the employee be unable to return to duty after exhausting this leave, employee shall be separated from the classified service upon expiration of leave of absence.

12. Special Extended Sick Leave

Each regular and permanent classified employee may be granted Special Extended Leave for up to ninety (90) calendar days by the appointing authority only under the following circumstances:

1. Employee suffers a catastrophic illness.
2. Employee has exhausted all available, applicable leave including sick, annual, and FMLA leave.
3. Employee is unable to return to work because of his/her illness.
4. Employee would be separated from the classified service if not granted special extended leave.

Said leave is to be classified as leave without pay and shall not extend beyond a period of ninety (90) consecutive calendar days in any twenty-four (24) month period. Should the employee be unable to return to duty after exhausting this leave, employee shall be immediately separated from the classified service upon expiration of leave of absence.

13. Notification of Special Extended Leave

- a. Special Extended Leave as provided under Rule XII, Sections B 11 and B 12 shall be subject to the approval of the Covington Municipal Fire and Police Civil Service Board upon notification by the appointing authority that such leave is in the departmental interest. Such notification shall include certification from the attending physician of the employee's inability to return to duty, the anticipated date of the employee's return to duty and all leave which has been exhausted immediately preceding the beginning of Extended Sick Leave. Notification may include a Statement of the employee's years of service, specialized training, value to service, etc., but such statement shall not be required.
- b. The notification shall be signed by the appointing authority.

The Covington Municipal Fire and Police Civil Service Board shall consider the notification by the appointing authority at its next scheduled meeting or a special meeting may be called to consider the notification. In any case where the Covington Municipal Fire and Police Civil Service Board is unable to meet to consider the notification, the employee is deemed to be on Special Extended Leave until such time as the Covington Municipal Fire and Police Civil Service Board can meet.

C. Funeral Leave

1. Each employee of the classified service shall have "Leave of Absence With Pay", up to twenty-four (24) scheduled work hours per OCCURRENCE for death in the immediate family. There shall be no accrual of this leave from year to year. An employees' immediate family is defined to consist

of the employees' and his/her spouses' parents, spouse, siblings, grandparents, children and grandchildren.

2. If an employee of the classified service has an illness and or death in his immediate family and cannot report for duty, he/she must notify his/her "ranking" supervisor not later than two (2) hours before he/she is scheduled to report to duty. Failure to call, as indicated above, will result in the forfeit of pay as it is classified as "Absent Without Leave and Pay".

D. Examinations

Each employee of the classified service will be granted "Leave of Absence With Pay" to take any Municipal Fire and Police Civil Service examination.

Provisional employees are granted "Leave of Absence With Pay" to take a Municipal Fire and Police Civil Service examination for the class that they hold provisionally.

E. Jury Duty

Absence because of jury duty is "Leave of Absence With Pay". However, the jury notice must be presented to the Chief of the Department or the person designated by the Chief to receive such notice at least five (5) days in advance of such jury duty. In addition, the employee will be required to turn over to the City, all jury fees that he received.

F. District Court/Civil Service Board Attendance

Each departmental member of the civil service board shall be granted leave of absence with pay for the duration of any civil service board meeting which the employee representative attends, or for any time required to assist with civil service examinations, or other official business of the civil service board. Such time shall be considered as time worked or on duty.

G. Military Leave with Pay.

1. An employee shall be authorized to take military leave without loss of pay or vacation leave when

performing emergency military duty or participating in the two (2) week annual training duty required by membership in a reserve unit of United States Armed Forces or the Louisiana National Guard for a maximum of fifteen (15) days per calendar year as provided in LRS 42:394.

2. Each member of the classified service shall give such notice of ordered duty at least ten (10) days in advance to the Chief of the Department. Should the employee be called out on an emergency basis, he shall contact his ranking supervisor.

H. Military Leave Without Pay

1. Any member of the classified service who is a member of the National Guard or in the Reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee in Section F. Should the employee have used all leave entitled to in Section F, he/she shall be granted Military Leave Without Pay.
2. Any member of the classified service called into the Armed Forces will be allowed to take whatever Annual Leave to which he/she is entitled.
3. Provisional employees will not be granted a military leave of absence. They shall be required to resign or be dropped from service.

I. Personal Time Off

1. Each member of the classified service may apply to the Chief of the Department, for personal time off, when such time off will not exceed two (2) days and this leave is classified as "Leave of Absence Without Pay".
2. Any member of the classified service taking personal time off without applying for same shall be considered as "Absent Without Leave or Pay".
3. Leave of absence without pay, and absent without leave and pay, may be made up by working scheduled days off, as designated by the Chief of the Department.

J. Annual Leave - Fire and Police

1. Annual leave with pay is granted to employees of

the classified service for the purpose of rehabilitation and recreation. All leave must be properly applied for and documented on appropriate time sheets and records. Leave may be taken in one (1) hour increments.

2. Each employee of the classified service, after having served one (1) year, shall be entitled to an annual vacation leave of fifty-six (56) hours with full pay.
3. Following two (2) years of service, each employee shall be entitled to an annual vacation leave of one hundred and twelve (112) hours of vacation leave with full pay.
4. Following six (6) years of service, each employee shall be entitled to an annual vacation leave of one hundred and forty-six (146) hours with full pay.
5. Following ten (10) years of service, each employee shall be entitled to an annual vacation leave of one hundred and sixty-eight (168) hours with full pay.
6. Following eleven (11) years of service, each employee shall be entitled to an additional eight (8) hours for each year of service over ten (10) years, up to a maximum of two hundred and forty (240) hours with full pay.
7. No more than one hundred and sixty eight (168) hours of annual leave benefits may be taken at any given time.
8. At least forty (40) hours of annual leave must be taken, if entitled, per calendar year.
9. Accrued unused annual leave earned by an employee shall be carried forward to the employee's succeeding anniversary date not to exceed a maximum of 500 hours. Any annual leave requested but not approved shall be carried forward and made available for the next twelve (12) months.
10. Annual leave must be applied for at least seven (7) days in advance and approved by employee's ranking supervisor and the chief of the department. Approval or denial of a request for annual leave will be based on workload or other factors surrounding the need for leave.
11. Payment for annual leave upon separation:

- a. Subject to this rule, each employee, upon separation from the classified service shall be paid the value of his accrued annual leave in a lump sum disregarding any final fraction of an hour. The payment for such leave shall be computed as follows.
 - 1) When an employee is paid wages on an hourly basis, multiply his regular hourly rate by the number of hours of accrued annual leave.
 - 2) When an employee is paid on other than an hourly basis, determine his hourly rate by converting his salary in accordance with provisions in the uniform pay plan for conversion to a working hourly rate. Multiply his converted hourly rate by the number of hours of accrued annual leave.
- b. An employee who leaves the classified service shall be compensated for the value of all of his/her accrued annual leave to which he is entitled under this rule. Terminal pay will be computed on the basis of the employee's hourly rate of pay at the time of his separation.

K. Holidays

1. Holidays begin on the first shift following midnight and lasts twenty four (24) hours.
2. Holidays for all employees in classified service shall be as follows:
 - a) New Year's Day
 - b) Martin Luther King Day
 - c) President's Day
 - d) Mardi Gras
 - e) Good Friday
 - f) Memorial Day
 - g) July 4th
 - h) Labor Day

- i) Columbus Day
 - j) Veteran's Day
 - k) Thanksgiving Day
 - l) Shopping Day (Friday immediately following Thanksgiving)
 - m) Christmas Day
- 3. Any holiday falling on an employee's scheduled day off will be classified as annual leave. Employee shall receive eight (8) hours of annual leave to be taken off at another date which will be designated by the chief of the department.
 - 4. Any employee absent on his/her scheduled workday before or after a holiday will not be granted annual leave as stated in paragraph 2 above.

L. Leaves of Absence (Maternity Leave)

- 1. Leave for maternity reasons shall be allowed for a period not to exceed six (6) months duration and upon the advice of the attending physician may commence at any time prior to date of expectancy. Maternity leave shall be recorded as leave without pay.
- 2. An employee may return to work at any time following child birth, provided she has the permission of the attending physician. The appointing authority will require a statement from a physician certifying that the employee is able to resume her duties.

M. Leave for Specialized Disaster Service Volunteer

- 1. Any employee who is a trained disaster volunteer of the American Red Cross may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for disasters designated at Level III or above in the American Red Cross Regulations and Procedures.
- 2. Leave may be granted upon written request of the

employee to the appointing authority which shall include certification of the employee as a trained American Red Cross disaster volunteer, the nature and location of the disaster, anticipated duration of the leave, nature of services required, certification by an official of the American Red Cross that the employee's services are needed, and the identity and title of the official of the American Red Cross to whom the employee is to report.

N. Family Medical Leave

Employees of the classified service who are eligible under the Family Medical Leave Act (FMLA) are entitled to up to twelve (12) work weeks of leave for certain family and medical reasons enumerated in FMLA during a twelve (12) month period.

In addition to the twelve (12) work weeks granted by the FMLA classified employees are entitled to an amount of leave equal to one quarter (1/4) of their individual accumulated sick leave.

Spouses employed by the City of Covington, whether both are classified employees or not are jointly entitled to no more than twelve (12) work weeks and one quarter (1/4) of their individual accumulated sick leave.

Such leave must be requested thirty (30) days in advance if the need for leave is foreseeable. Otherwise, notice must be as soon as practicable. A request for such leave must be accompanied by documentation supporting the need for leave.

Classified employees are required to first exhaust any accrued paid or compensatory leave, whether sick or annual, to cover the otherwise unpaid FMLA leave.

Seniority, sick leave, and annual leave shall not accrue during unpaid FMLA leave.

This FMLA policy shall not be construed to make more onerous to the City of Covington as an employer its employment, benefit leave policies and practices, except as absolutely required by FMLA and except as detailed above.

O. Administrative Leave

1. The appointing authority may grant administrative

leave when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee.

2. Administrative leave may also be granted in order for the appointing authority to conduct an investigation concerning the conduct of the employee when an employee, acting in his/her official capacity, causes serious injury or death to another person.
3. This leave may not be extended beyond thirty (30) days without approval of the civil service board.

P. Special Leave/Seniority

1. If a classified employee has exhausted all of his/her annual leave and compensatory time, he/she may apply and be granted Special Leave/Seniority without pay up to (30) days by the appointing authority only when such leave would be in the departmental interest.
2. Any Special Leave/Seniority without pay exceeding thirty (30) days in any consecutive twelve (12) month period must first be approved by the civil service board. A classified employee on Special Leave/Seniority does not accrue seniority or other benefits during said leave.

[CPD1]

Based on employee's current work assignment

[CPD2]

Does not apply to leave accumulated before January 1999

CO	02-15-78	07-28-99
Rev	03-07-79	09-20-00
	08-13-79	03-07-01
	05-20-85	04-18-01
	11-06-86	10-22-03
	12-23-92	05-12-08
	12-20-95	04-26-10
	04-30-96	
	06-04-97	
	01-20-99	